

## **Purpose**

To define the policy of the Department of Transportation regarding a voluntary physical fitness program for its employees.

## **Policy**

The Department of Transportation encourages its employees to participate in an appropriately prescribed physical fitness program. To assist employees in this pursuit, the Department will grant up to 1½ hours each work week for an employee to participate in an exercise program. The following provisions will apply:

- A. Employees are encouraged to see their personal physician to ensure they are physically capable of participating in a physical fitness program.
- B. Employees will be allowed a maximum of 30 minutes, three days a week, for exercise.
- C. Employees may be allowed up to 30 minutes for their commute, three times a week, provided the commute is by foot, bicycle or other physical fitness means which eliminates a single-occupancy-vehicle trip to work.

Utilization of the privileges granted by this policy shall not interfere with normal work functions, which must be maintained; however, leaders are encouraged, where possible, to schedule working hours such that any employee who wishes to join an exercise program may do so. This policy applies only to employees who desire to exercise during regular working hours, typically, around the lunch break.

## **Background**

This policy is in support of employees maintaining a healthy lifestyle consistent with “Healthy Utah”.

## **Procedures**

### **Physical Fitness**

### **UDOT 05C-74.1**

**Responsibility:** Employees

#### **Actions**

1. Obtains prior approval from their leader in order to participate in an exercise time during working hours.

**Responsibility:** Leader

2. Approves or denies the employee's exercise time.
3. Leaders will revoke the exercise time if it is being abused, if it interferes with normal work functioning, or if the employee is not using it for exercise.